

# Vera INSTITUTE OF JUSTICE

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

**Authorized Federal Supply Schedule Price List**

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at **gsa.gov**.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database. The internet address for GSA *Advantage!*® is: GSAAvantage.gov.

Schedule Title: **MULTIPLE AWARD SCHEDULE (MAS)**

Federal Supply Group: Professional Services

Service Codes: **R499**

Contract number: **GS-10F-0105N**

Contract period: **11/22/2002-11/21/2022**

Price List Current through Modification #PS-A812, effective February 20, 2020.

Contractor's name, address, and phone number:

**Vera Institute of Justice, Inc.**  
**34 35th St., Suite 4-2-A**  
**Brooklyn, NY 11232**  
**(212) 334-1300 (phone)**  
**(212) 941-9407 (fax)**

Contract administrator: Adair Iacono, General Counsel & Secretary  
aiacono@vera.org  
(212) 334-1300

Contractor's internet address/web site where schedule information can be found: **[www.vera.org](http://www.vera.org)**

Business size: **Other than small business.**

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## **(i) GENERAL SERVICES ADMINISTRATION INFORMATION**

Federal Supply Service

Authorized Federal Supply Schedule Price List

## **(ii) ORDERING INFORMATION**

1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s). **541611; OLM.**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

**Not applicable.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

**A description of each labor category follows the price list set forth in Section III below. Vera charges for its services by the hour or the day (based on a 7-hour day), and each project usually includes a mix of senior, mid-level, and junior staff. The prices listed do not include travel and subsistence, long distance telephone charges, and delivery services such as FedEx.**

**For more on our services, please see Section (iv) of this Price List.**

2. Maximum Order: **\$1,000,000**

3. Minimum Order: **\$300**

4. Geographic coverage (delivery area): **Domestic**

5. Point(s) of Production (city, county, and State or foreign country): **Not applicable**

6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted)**

7. Quantity discounts. **Not applicable**

8. Prompt payment terms. **Net 30 days. Information for ordering offices: prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concession.**

9. Foreign items (list items by country of origin). **Not applicable.**
- 10(a). Time of delivery. **Not applicable.**
- 10(b). Expedited Delivery. **Contact Contractor.**
- 10(c). Overnight and 2-day delivery. **Contact Contractor.**
- 10(d). Urgent requirements. **Contact Contractor.**
11. F.O.B. point(s). **Destination.**
- 12a. Ordering address(es). **Vera Institute of Justice, 34 35th St., Suite 4-2-A, Brooklyn, NY 11232**
- 12b. Ordering procedures: **For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
13. Payment address(es) **Vera Institute of Justice, 34 35th St., Suite 4-2-A, Brooklyn, NY 11232**
14. Warranty provision. **Not applicable.**
15. Export packing charges, if applicable. **Not applicable.**
16. Terms and conditions of rental, maintenance, and repair (if applicable) **Not applicable.**
17. Terms and conditions of installation (if applicable). **Not applicable.**
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not applicable.**
- 18b. Terms and conditions for any other services (if applicable) **Not applicable.**
19. List of service and distribution points (if applicable). **Not applicable.**
20. List of participating dealers (if applicable). **Not applicable.**
21. Preventive maintenance (if applicable). **Not applicable.**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **Not applicable.**

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/). **Not applicable.**

23. Unique Entity Identifier number. **073299836**

24. Notification regarding registration in System for Award Management (SAM). **Vera's SAM registration is renewed annually.**

### (iii) PRICE LIST

Labor Category	11/22/2020 - 11/21/2021 (Year 19)	11/22/2021 - 11/21/2022 (Year 20)
<i>Planning Staff</i>		
Director of Planning	\$235.88	\$240.60
Senior Planner	\$161.21	\$164.43
Planning Analyst**	\$93.33	\$95.20
Planning Assistant**	\$81.44	\$83.07
<i>Program and NAP Staff</i>		
Director of NAP	\$232.48	\$237.13
Project Director	\$167.64	\$170.99
Senior Project Associate	\$142.53	\$145.38
Senior Analyst	\$108.60	\$110.77
Project Coordinator**	\$86.55	\$88.28
<i>Research Staff</i>		
Director of Research	\$239.25	\$244.04
Sr. Research Associate	\$167.64	\$170.99
Research Associate	\$122.18	\$124.62
Research Analyst**	\$103.51	\$105.58
Research Assistant**	\$81.44	\$83.07
Librarian	\$119.24	\$121.62
Administrative Director	\$132.36	\$135.01
Administrative Assistant**	\$110.96	\$113.18
Research Intern**	\$61.07	\$62.29
<i>Communications Staff</i>		
Writer/Editor**	\$119.24	\$121.62

## (iv) ABOUT THE VERA INSTITUTE OF JUSTICE

For more than 55 years, the Vera Institute of Justice—a nonprofit organization headquartered in New York City with offices in Washington, D.C., New Orleans, and Los Angeles—has worked collaboratively with local, state, and federal agencies to improve the administration of justice in the United States and abroad. Vera works in a wide variety of subject areas, including sentencing and corrections, juvenile justice, immigration, policing, crime and victimization, the judicial process, and child welfare. Vera designs, implements, and evaluates innovative and cost-effective solutions to the varied problems faced by government agencies that provide public services. During its history, Vera has launched numerous demonstration projects, many of which have been expanded and institutionalized by government, and seventeen of which have spun off as separately incorporated independent nonprofit organizations. **Vera is a nonpartisan organization.** We are not an advocacy group, a nonprofit service provider (other than for time-limited demonstrations), or a think tank, although we do conduct social science research.

Please see below for an overview of our work and approaches.

1. [The Vera Planning Effort: Identifying Problems and Developing Solutions](#)
2. [Peer-to-Peer Consulting](#)
3. [Meeting Facilitation Services](#)
4. [Research and Survey Services](#)

### ***(1) The Vera Planning Effort: Identifying Problems and Developing Solutions***

In an era of tight budgets, it is especially important for government agencies to get the most out of their limited resources. Vera specializes in designing innovative and cost-effective solutions that can improve an agency's services, enhance cooperation with other agencies, and eliminate waste and inefficiency while promoting fairness and justice. After a government agency presents Vera with a problem or issue of concern, Vera engages in a thorough planning process that usually lasts between six and eighteen months. Our staff works very closely with our government partners during this period to develop an effective solution that builds on past experience and research.

Vera's planning process is tailored to the needs of the particular government agency, but generally includes the following steps:

#### Define the Problem

- Observe government operations and talk to senior officials, line staff, and middle managers.
- Analyze relevant agency data.
- Get the perspective of the individuals the agency serves using focus groups, surveys, and interviews.
- Conduct a thorough review of relevant research literature.
- In some cases, collect and analyze a sample of original data.
- Explore the fiscal implications: determine the associated costs and who bears them and identify opportunities for cost savings.

### Identify Model Programs and Practices

- Conduct a literature review to identify model programs across the United States that deal with the same or similar problems.
- Conduct interviews with staff and site visits to the most relevant programs to identify program elements to emulate and pitfalls to avoid.
- Consult experts in the field nationally, including academics, government officials, and practitioners.

### Develop Solutions

- Develop proposed solutions to the problem.
- Discuss options with the agency and draft a report on results or a program plan on the most promising option.
- Revise the report or program plan to incorporate the agency's comments.

It may be wise to test a solution through a demonstration program before implementing it agency-wide. Vera drafts a program plan that describes the demonstration program, performance measures to assess the program's effectiveness, and cost implications. If the government agency desires, Vera can then pilot the solution developed for a period of three to seven years. Vera hires staff to provide the services directly for the demonstration period. During this time, we refine new roles and adjust the program design to reflect lessons learned. Vera monitors performance measures and evaluates the program's effectiveness, usually comparing results with a control group. If the demonstration is successful, Vera will work with the agency to develop an institutionalization plan, which may involve issuing a request for proposals to contract out the service or transferring responsibilities to the agency's own staff.

## ***(2) Peer-to-Peer Consulting***

The Vera Institute of Justice offers technical assistance and consulting on policy formulation, implementation, and practice for federal, state and local officials. Vera provides client-driven assistance in several topic areas, including immigration and justice, youth safety and justice, crime and victimization, policing, the judicial process, and sentencing and corrections. Vera provides assistance in many ways; depending on its needs, a jurisdiction may opt for ongoing assistance for up to a three-year period or facilitation services for a one-time meeting, or it may wish to participate in a specially-tailored multi-jurisdictional exchange. Vera's services are available both to individual jurisdictions and to federal government agencies that seek to use the Institute's expertise. All of Vera's assistance, whether short- or long-term, includes access to the Institute's in-house research capabilities.

Vera's unique model of technical assistance is rooted in a peer-to-peer approach. At the heart of the model are Vera's *associates* -- practitioners, politicians, and academics from across the country, who take time away from their jobs to serve as peer consultants. From their experience with specific reforms in their own states, associates bring valuable lessons and insights to their counterparts in other jurisdictions. Teams of three or four Vera associates are deployed to work with Vera's client jurisdictions as mentors, sounding boards, resources, or facilitators. Vera trains each of the associates in the skills needed to provide peer-to-peer technical assistance from a

national vantage point. Vera staff do extensive preparatory work in advance of working with a jurisdiction whether for a one-time engagement or for ongoing assistance. Staff have expertise in diagnosing problems, helping officials to define their own agendas, selecting the best-suited associates for any given situation, and setting goals and timelines.

### ***(3) Meeting Facilitation Services***

Vera has extensive experience facilitating meetings and organizing conferences around a range of justice issues. Vera routinely convenes meetings of government officials and other stakeholders as part of the programs peer-to-peer consulting model. Vera has significant experience bringing together government officials, academics, advocates, practitioners, and agency clients on a number of occasions to address important issues. Vera meetings and conferences can be used to explore an emerging justice issue, to build relationships and foster collaboration between government agencies, to share best practices and successful program models, or to develop solutions to a specific problem faced by a client agency. Depending on the nature and goals of the meeting, Vera will assign the appropriate staff to assist the client agency. Vera can:

- provide background materials, including summaries of relevant research and best practices, in order to prepare meeting or conference participants;
- assist the client agency or agencies in crafting the agenda and developing the format for the meeting or conference;
- produce meeting or conference participant materials, such as conference packets, and provide logistical support;
- moderate the meeting or conference in order to keep it focused and productive;
- bring in outside experts, including current and former government officials, to address participants and spark discussion;
- prepare meeting or conference reports.

For small and medium-sized meetings, the conference room in Vera's New York office can comfortably accommodate up to 54 participants, has several different table configurations, and is equipped with a Smart Board for PowerPoint and video presentations. Vera also has several smaller conference rooms available.

### ***(4) Research and Survey Services***

Vera has extensive experience developing performance measures and indicators, conducting program audits and evaluations, and designing and implementing surveys. Vera can develop measures and indicators for use in criminal justice contexts, as we are currently doing under grants from several different state and city agencies. Vera can provide evaluations of criminal justice and youth programs with the objective of improving the efficiency and effectiveness of those programs. Our methods include quantitative/statistical data analysis and qualitative/ethnographic studies, with results provided in report form. Vera has extensive experience in this area, in evaluating both its own demonstration projects and government programs. Vera can conduct all aspects of survey administration, including design, methodology, data collection and data entry, sampling, and pretest/pilot surveying. In addition, Vera can analyze surveys using advanced statistical techniques.

## **(v) VERA'S LABOR CATEGORY DESCRIPTIONS**

### **Director of Planning**

The Director of Planning is responsible for analyzing problems in the administration of justice and working with government officials to design cost-effective and innovative solutions. The Director of Planning provides oversight and supervision to Vera staff who are engaged in programs designed to introduce innovations in government. In addition, the Director manages relationships with government partners, analyzes system needs, and develops cost-effective solutions for a diverse set of projects. Planning Directors have a Juris Doctorate or a Masters degree in the social sciences in addition to a minimum of eight years of experience in a field of the social sciences, including a minimum of four years of managerial experience.

### **Senior Planner**

A Senior Planner is responsible for a single project and works on analyzing the problem identified by our government partner, designing a solution, and developing a plan for a demonstration project to test the solution, if appropriate. The Senior Planner meets frequently with the government partner, conducts research on models and best practices, and solicits feedback from the agency's customers, mid-level, managerial, and line personnel. Finally, the Senior Planner writes a program plan and works with the government partner to implement the innovation. Our Senior Planners come from a variety of backgrounds and each has a particular field of expertise, including public education, school safety, crime mapping, prison issues, and drug treatment. Senior Planners have a Juris Doctorate or a Masters degree in the social sciences in addition to a minimum of three years of work experience in the public or non-profit sectors.

### **Planning Analyst**

A Planning Analyst is responsible for assisting senior staff in analyzing problems and developing solutions. The Planning Analyst conducts research and literature reviews, collects data, solicits feedback from individuals served by the agency, and drafts parts of reports. Planning Analysts have a Bachelors degree and a minimum of one year of work experience, preferably in the public or non-profit sectors.

### **Planning Assistant**

The Planning Assistant is responsible for assisting the Director of Planning and the Senior Planners in analyzing problems and developing solutions. Planning Assistants have a Bachelors degree and experience working, interning or volunteering in the public or non-profit sectors.

### **Director of National Associates Program**

The Director of the National Associates Programs (NAP) is responsible for providing coordination, strategic planning and oversight to Vera's programs that deliver peer-to-peer consulting and technical assistance to government officials. The Director of NAP supervises and directs Vera staff in offering technical assistance and innovative program design alternatives, and conducts

outreach to experts in the relevant fields and to stakeholders in the process of government reform. In addition, the Director of NAP manages Vera's relationships with government officials throughout the country who understand how to pursue effective reform while remaining politically accountable. The Director of NAP also analyzes system needs and develops cost-effective solutions for a diverse set of technical assistance projects. Directors of NAP have a Juris Doctorate or a Masters degree in the social sciences in addition to a minimum of ten years work experience in the field of social sciences, which includes a minimum of four years of managerial experience.

## Project Director

Project Directors are responsible for the specific management and guidance of Vera's smaller business units: projects. The job of the Project Director includes creating and monitoring work plans, guiding and deploying staff and ensuring that programmatic deliverables are produced and performed at the highest levels of quality. Project Directors serve as principal liaisons with government partners and others working in their particular field. Project Directors have a Masters degree in the relevant field of the project, and a minimum of six years of experience in his or her field, a minimum of two years of which includes programmatic and/or budgetary management.

## Senior Project Associate

Working with individual project or center directors, the Senior Project Associate manages, coordinates and delivers assistance to project clients and participants; assists in the writing and production of program materials, such as publications, briefing papers and research memoranda; manages and designs small-scale multi-jurisdiction meetings on current issues; and assists in grant writing and program development. Senior Project Associates have a Juris Doctorate or a Masters degree in the social sciences and a minimum of four years of work experience with demonstrated excellence in writing, research, and verbal communications.

## Senior Project Analyst

The Senior Project Analyst is responsible for responding to client requests for research assistance and keeping abreast of innovations and research trends in the areas in which Vera is providing assistance. The Senior Project Analyst produces brief overviews of important topics, participates in the preparation of written briefing materials for staff and associates, and presents research findings to clients. Senior Project Analysts have a Juris Doctorate or a Masters in social sciences, and a minimum of three years work experience in the social sciences with demonstrated excellence in writing, research, and verbal communications.

## Project Coordinator

The Project Coordinator provides general support and works closely with the Center or Project Director. The Project Coordinator is responsible for assisting with the planning and coordination of meetings and trainings, for preparing materials requested by the Center's or Project's clients, and for other various research and administrative duties. Project Coordinators have a Bachelors

degree, an understanding of the criminal justice system, and exceptional written and oral communication skills.

## Director of Research

The Research Director is responsible for the direction, vision, and management of the department. The Research Director coaches Senior Research Associates, cultivates and maintains client relationships, manages the department's budget, and hires senior staff. The Research Director has a Ph.D. and a minimum of ten years of research and management experience.

## Senior Research Associate

The Senior Research Associate acts as the Principal Investigator and is responsible for all phases of individual research projects including research design, development of instruments, data collection, statistical analyses, and report writing. The Senior Research Associate makes presentations, supervises junior staff, manages budgets, and serves as the liaison to the government partner. Senior Research Associates have a Ph.D. and a minimum of two years of experience in the social sciences or a Masters degree in the social sciences and a minimum of four years of experience in the social sciences.

## Research Associate

At the direction of a Senior Research Associate, Research Associates supervise junior staff, participate in creating research designs; conduct literature reviews, data collection, statistical analysis; and help write reports. Research Associates have a Masters degree in the social sciences and a minimum of three years of experience in the social sciences.

## Research Analyst

The Research Analysts collect and analyze data. Research Analysts have a Master's Degree and a minimum of one year of experience in the social sciences or a Bachelors degree and a minimum of two years of experience in the social sciences.

## Research Assistant

The Research Assistant assists in all aspects of research projects, especially in data collection and data entry. The position requires a Bachelors degree in the social sciences.

## Librarian

The Librarian is responsible for assisting researchers with literature reviews, identifying information resources, obtaining materials, and other resources in support of research. The position requires a Masters degree in Library Sciences and a minimum of two years of experience in Library Sciences.

## Administrative Director

With the Research Director, the Administrative Director helps develop and implement departmental policies and best practices, helps ensure compliance with the policies and protocols of the Institute, and manages recruitment. On individual projects, the Administrative Director assists project leaders in budget management, recruitment, and other administrative areas, including liaison work with government partners, as needed. The position requires a Masters degree and a minimum of six years of generalist managerial experience or a Bachelors degree, and a minimum of eight years of generalist managerial experience.

## Administrative Assistant

The Administrative Assistant assists in recruitment; mailings; and other administrative tasks, as needed. The position requires a Bachelors degree and a minimum of five years of professional experience.

## Intern

At the direction of junior staff, interns assist in all aspects of research projects, especially in data collection, field work, and data entry. Interns are undergraduate or graduate students with interest and training in the social sciences.

## Writer/Editor

The Writer/Editor is responsible for copy-editing, formatting, and disseminating of reports. The position requires a Bachelors degree in Communications or a relevant discipline and a minimum of five years of professional writing and editing experience.

<b>Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience (Cannot Be a Range)</b>
Director of Planning	J.D. or M.A.	8
Senior Planner	J.D. or M.A.	3
Planning Analyst	B.A.	1
Planning Assistant	B.A.	0
Director of NAP	J.D. or M.A.	10
Project Director	M.A.	6
Senior Project Associate	J.D. or M.A.	4
Senior Project Analyst	J.D. or M.A.	3
Project Coordinator	B.A.	0
Director of Research	Ph.D.	10
Senior Research Associate	Ph.D.	4
Research Associate	M.A.	3
Research Analyst	M.A.	1
Research Assistant	B.A.	0
Librarian	M.A. Library Science	2
Administrative Director	B.A.	6
Administrative Assistant	B.A.	7
Research Intern	High School	0
Writer/Editor	B.A.	5

## (vi) SERVICE CONTRACT LABOR STANDARDS

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<b>Labor Category</b>	<b>SCLS Equivalent Title(s) and Code(s)</b>	<b>WD Number (New York, NY)</b>
<b>Research Intern</b>	01051 - Data Entry Operator I	WD 2015-4187
<b>Planning Assistant</b>	01420 - Survey Worker	WD 2015-4187
<b>Research Assistant</b>	01052 - Data Entry Operator II	WD 2015-4187
<b>Project Coordinator</b>	01311 - Secretary I	WD 2015-4187
<b>Planning Analyst</b>	30240 - Mathematical Technician	WD 2015-4187
<b>Research Analyst</b>	30240 - Mathematical Technician	WD 2015-4187
<b>Administrative Assistant</b>	01313 - Secretary III	WD 2015-4187
<b>Writer/Editor</b>	30461 - Technical Writer I	WD 2015-4187